



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH SERVICES
CAPITAL CENTER, 50 E. STATE STREET
PO Box 727
TRENTON, NJ 08625-0727

JON S. CORZINE
Governor

JENNIFER VELEZ
Commissioner

KEVIN MARTONE
Assistant Commissioner

October 17, 2007

Dear Agency Director:

Thank you all for your feed back on the Draft Annex A and QCMR forms that were distributed under cover of September 4, 2007. We have incorporated a number of suggestions to add further clarity to the changes we made to units of service as discussed in my earlier communications.

Attached are the final new Annex A and QCMR forms for the affected program elements. When we e-mailed the drafts there were a number of providers who had difficulty opening the documents so we are also in the process of posting the new documents on the Divisions web site at <http://www.state.nj.us/humanservices/dmhs/index.html>. Choose the link marked "Community Services Contracting". The new documents are all marked revised as of 7/07.

The new forms that are being put on the web site are not yet set up for data entry, so for this upcoming submission you will need to print the documents and complete them manually. We are having the forms set up to accept input but don't have a target date for completion. The Supportive Housing documents are still in an Excel format but will be converted to Word.

There has been no substantive change to the draft documents other than cleaning up some numbering, clearer language, etc. but there are no new data elements and none are defined in a way that is different in principal from our earlier communications and training session. The one exception are the forms for Supportive Housing. We have substantially revised these documents, not with regard to the units of service but with regard to other commitments. In light of the fact that additional programming may need to be done to accommodate these revisions, implementation for Supportive Housing will be effective commencing January 1, 2008.

We have responded or are in the process of responding back to individual commenters on questions regarding the draft documents related to those data elements that changed or were added from the old Annex A/QCMR forms but not regarding other data elements. We are evaluating these comments related to pre-existing data elements and clarification will be provided if indicated in the future.

Revisions To Annex As

As mentioned in my July 30 communication we need to modify the service commitments in your current contract to accommodate the changes discussed throughout these communications.

We ask that you complete three revised Annex A documents; one that will be applicable to the portion of the current contract year, given your exact conversion date, using the old units, one that will be applicable to the portion of the current year, given your date of conversion, using new units, and one on an annualized basis using the new units.

For the Annex As relating to the current contract year please indicate in your cover letter the **date** you converted from counting service under the old method to the new method. We understand from a number of providers that conversion was most easily effected at the change of quarter i.e. on October 1, 2007.

Using the current (old) Annex A forms, complete an Annex A from the commencement of your current contract up to the date of conversion using a straight proration of your current contract commitments. In the upper right corner of this document indicate **“Annex A commitments from ?? (start of contract) up to ?? (date of conversion).”**

Using the new Annex A form complete an Annex A from the date of conversion through the end of your current contract period. In the upper right corner of this document indicate **“Annex A from ?? (date of conversion) through ?? (end of contract).”**

Using the new Annex A form complete an annualized Annex A marking it in the upper right corner **“Annualized Annex A ”**.

QCMR Reporting

Similar to the Annex A discussion above, you will need to complete a QCMR for the most recent quarter from July 1, 2007 through the date of conversion using the old QCMR form. Depending on your date of conversion you may or may not need to complete a new QCMR for part of this period. If you completed your conversion before September 30, 2007 you will need to complete a QCMR from the date of conversion to the end of the quarter. If you completed your conversion on October 1, 2007 you will just complete one QCMR using the old form from July-September, and will commence using the new form October 1 forward. The actual performance period that is used for reporting under the old and new QCMRs must match the periods identified on the Annex As above so that when we evaluate your performance against commitment we are comparing like units.

Example

For a calendar year provider who completed their conversion from the old to new units on August 1, 2007 the following documents would be required:

- An Annex A using the old form from January 1, 2007 through July 31, 2007 reflecting a prorated portion of the original Annual Annex A commitments using the old units clearly marked with the dates as described above.
- An Annex A using the new form from August 1, 2007 through December 31, 2007 reflecting the proposed performance commitments using the new units clearly marked with the dates as described above.
- An annual Annex A using the new form and new units.
- The Division will be analyzing your submissions to determine that the proration for the old period is accurate and that the new proposed commitments are reasonable in relation to the cost of the program and in relation to like programs.
- QCMRs for the periods January 1, 2007 through March 31, 2007, and for April 1, 2007 through June 30, 2007 should already have been filed using the old forms and units.
- A QCMR using the old form and old units from July 1, 2007 through July 31, 2007.
- A QCMR using the new form and new units from August 1, 2007 through September 30, 2007.

Please note that if you made the conversion, as in the above example, on a date other than the commencement of a quarter (July 1 or October 1), that the QCMR report that you receive from the Division analyzing performance for the July-September quarter will not be accurate. If you made the conversion on July 1 or October 1 it will be accurate.

We look forward to receiving your QCMRs by October 31, 2007 or as close thereafter as feasible, and would request that we receive your Annex A's by November 15, 2007. Should you have any questions regarding completion of the forms please contact your Program Analyst. Thank you very much for your cooperation with this process.

Sincerely,



Kevin Martone
Assistant Commissioner

c: Candice Covington-Thomas
Donna Migliorino
Stephen Adams
Dave Salewski
Kimberly Hoefling
Cathy Boland
Assistant Directors
Regional Coordinators/Program Analysts